

**Directions:** Arrange the following set of names of persons, business, or organizations based on the rules of alphabetical filing. Select the letter that corresponds to the correct answer.

1. 1) Juan Carlo DL. Asuncion  
2) Clara Abued  
3) Clara Jole G. Abrenica  
4) Ma. Berna Q. Alejo  
5) Juan Carlo D. Atison  
  
a) 2 - 3 - 1 - 5 - 4  
b) 1 - 2 - 4 - 3 - 5  
c) 2 - 3 - 4 - 1 - 5  
d) 1 - 2 - 5 - 4 - 3
  
2. 1) Albert Benedict Q. De Guzman  
2) Anastacia Casas De Leon-Ramos  
3) Claudia Hera De Ramos-Bautista  
4) Frederic Abad De Leon  
5) Carlene Hannah U. Dela Vega  
  
a) 1 - 3 - 5 - 4 - 2  
b) 3 - 2 - 1 - 5 - 4  
c) 1 - 4 - 2 - 3 - 5  
d) 4 - 2 - 3 - 1 - 5
  
3. 1) Ma. Juana G. Valdez  
2) Mrs. Crissandra Patenia Martinez  
3) Engr. Roland Jan P. Bautista, Jr.  
4) Sylvia M. Guzman, PhD  
5) Atty. Bianca De Vera Bautista

# Alphabetical Filing Practice Test

**North Carolina. Department of Public  
Instruction**



## **Alphabetical Filing Practice Test:**

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## **Table of Contents Alphabetical Filing Practice Test**

1. Understanding the eBook Alphabetical Filing Practice Test
  - The Rise of Digital Reading Alphabetical Filing Practice Test
  - Advantages of eBooks Over Traditional Books
2. Identifying Alphabetical Filing Practice Test
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Alphabetical Filing Practice Test
  - User-Friendly Interface
4. Exploring eBook Recommendations from Alphabetical Filing Practice Test
  - Personalized Recommendations
  - Alphabetical Filing Practice Test User Reviews and Ratings
  - Alphabetical Filing Practice Test and Bestseller Lists
5. Accessing Alphabetical Filing Practice Test Free and Paid eBooks
  - Alphabetical Filing Practice Test Public Domain eBooks
  - Alphabetical Filing Practice Test eBook Subscription Services
  - Alphabetical Filing Practice Test Budget-Friendly Options

6. Navigating Alphabetical Filing Practice Test eBook Formats
  - ePub, PDF, MOBI, and More
  - Alphabetical Filing Practice Test Compatibility with Devices
  - Alphabetical Filing Practice Test Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Alphabetical Filing Practice Test
  - Highlighting and Note-Taking Alphabetical Filing Practice Test
  - Interactive Elements Alphabetical Filing Practice Test
8. Staying Engaged with Alphabetical Filing Practice Test
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Alphabetical Filing Practice Test
9. Balancing eBooks and Physical Books Alphabetical Filing Practice Test
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Alphabetical Filing Practice Test
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Alphabetical Filing Practice Test
  - Setting Reading Goals Alphabetical Filing Practice Test
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Alphabetical Filing Practice Test
  - Fact-Checking eBook Content of Alphabetical Filing Practice Test
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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